



# Office of the City Clerk

Weekly Report – for Week Ending July 7, 2017

## OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

### Administrative Services

Salary increases for Mayor and Council Office staff commiserate with the EAA MOU are now in PaySR and will be effective this pay period unless the Clerk has been notified to remove the increase for designated individuals.

#### *Neighborhood Council Funding Program*

We have successfully launched the new NC Funding online banking system. Expenditure for each NC can be tracked in near real-time using the Dashboard on the portal. Multiple transactions occurred over the weekend with minor issues that have been resolved. Training sessions on using the new portal were held in Sun Valley on the evenings of July 5 and 6, 2017. Almost half of the NCs have received training to date.

### Council and Public Services

Holly Wolcott presided over the City Council Meeting and Election on July 1, per Council Rules, until a Council President was elected. The City Council elected President Wesson to serve as Council President, Mitch Englander as President Pro Tempore and Nury Martinez as Assistant President Pro Tempore. Each of their terms will run through December 2020 pursuant to the recent Council Rule change to coincide with the election cycle change. All City Elected Officers have been sworn in,

New committee assignments were made by Council President Wesson through a Resolution approved at the July 1, 2017 meeting and those assignments took effect immediately by action of Council President Wesson.

### Elections

Staff continue to work on election process improvements through the development of subject-specific teams (such as the City/County Election Transition Team) and action items stemming from the 2017 Municipal Elections After Action Reports

#### *Neighborhood Council (NC) Elections*

Staff met with a representative from the Department of Neighborhood Empowerment (DONE) regarding NC geographic boundary reviews. Election Division staff will collaborate with DONE to review internal NC boundaries for accuracy once the individual councils' bylaws are made available for review.

Staff is developing a rough draft of the 2018 NC Election Manual and is in the process of meeting with section managers to finalize key deadlines and tasks for the upcoming year.

### Records Management

#### *Archival Activity*

The City of Wisconsin Dells inquired about LAPD use of force and force de-escalation data.

### Systems

#### *Applications and Infrastructure*

The Office of Public Accountability systems support has been transferred to the Clerk. Email and network IDs have been moved to our Active Directory database and all related infrastructure as of July 5, 2017. Webpage design and network printing will be discussed in the coming weeks.